



**EXAMINATION AND COURSE REGULATIONS  
OF THE  
INTERNATIONAL STUDY COURSE  
ENVIRONMENTAL AND RESOURCE MANAGEMENT  
(INCLUDING ARTICLES OF AMENDMENT OF THE EXAMINATION REGULATIONS OF 07 JUNE 2000)**

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# EXAMINATIONS REGULATIONS<sup>1</sup> OF THE INTERNATIONAL STUDY COURSE ENVIRONMENTAL AND RESOURCE MANAGEMENT (BACHELOR- AND MASTER'S PROGRAMME)

as per 7.7.1999<sup>2</sup>

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<sup>2</sup> Position Paper delivered by the Senate on the 10<sup>th</sup> February 2000, approved by the President on 21<sup>st</sup> March 2000 and announced by the Ministry for Science, Research and Culture of the Federal State of Brandenburg.

## I. General provisions

### § 1 Aim of course

(1) The international course of study "Environmental and Resource Management" is made up of two consecutive study programmes, the Bachelor's Programme and the Master's Programme.

(2) The Bachelor's Programme constitutes study for a first degree qualifying for a profession. At the same time, it is an admission requirement for the Master's Programme.

(3) The Master's Programme constitutes study for a second degree qualifying for a profession. At the same time it is a requirement for post-graduate study.

(4) The final Bachelor examination ascertains whether or not a candidate grasps the context of his or her subject, possesses the ability to apply scientific methods and insights in line with the degree aimed at and has acquired the special knowledge and skills necessary for transition to professional working life.

(5) The final Master's examination further ascertains whether or not the candidate has acquired greater, in-depth insights into one or more specific issues of environmental and resource management.

### § 2 Standard duration of studies and scope of course

(1) The standard length of time involved in the Bachelor's Programme including the Bachelor's thesis for the academic degree "Bachelor of Science" is six semesters.

(2) The standard length of time involved in the Master's Programme including the Master's thesis for the academic degree "Master of Science" is four semesters (7th to 10th semester).

(3) Upon application to the Examination Board,

consideration may be given to the release periods specified in § 3 sub-paragraph 2 and § 6 sub-paragraph 1 of the Maternity Act, as well as the regulations governing childcare leave.

(4) The course of study for the Bachelor's Programme entails 120 hours per week and includes the Bachelor's thesis.

(5) The course of study for the Master's Programme entails 80 hours per week and includes the Master's thesis.

### § 3 Examination and graduation

(1) The Bachelor's examination consists of the Bachelor's thesis and the presentation thereof. Further details are laid down in §§ 15 and 16.

(2) The Master's examination consists of the Master's thesis and the presentation thereof. Further details are laid down in §§ 25 and 26.

(3) Once the final Bachelor degree examination has been passed, the Brandenburg Technical University Cottbus awards the successful graduates their degree:

#### **Bachelor of Science (B.Sc.).**

(4) Once the final Master's degree examination has been passed, the Brandenburg Technical University Cottbus awards the successful graduates their degree:

#### **Master of Science (M.Sc.).**

### § 4 Deadlines to be observed

(1) The classes held are indicated and defined in the Regulations governing the course of study "Environmental and Resource Management", in such a way that it is possible to complete the course within the standard study period. At the same time, students are ensured they are free to set their own options within the scope of these examination rulings.

(2) The Examination Board shall ensure that it is possible to sit for performance verifications and examinations at the times specified. To this end, the student shall be informed at the commencement of each course on the nature and number of the performance verifications and examinations involved as well as the period of time in which they are to be taken.

(3) As a rule, performance verifications may be attained parallel to the semester. In addition prior to and after completion of the lecture period of each semester, time periods are to be provided in which written performance verifications and examinations may be completed. The deadlines shall be so set that the Bachelor's and Master's programmes can be completed within the regular period of study.

(4) Performance verifications shall be so planned that it does not impede work on the Bachelor's thesis and Master's thesis.

## **§ 5 Examinations and performance verifications**

(1) On principle, students are continuously reviewed by way of performance verifications (PV, "*Studienleistungen, SL*") to be absolved during the semester. These performance verifications are effected by a student in conjunction with a class (lecture, exercise, practical training, seminar, field excursion).

(2) Each performance verification is assessed and as a rule graded. The completion of assessed performance verifications constitutes the requirement for the issue of credit points. Grading is effected pursuant to § 8 (1).

(3) The lecturer in charge of the respective class bears responsibility for reviewing the performance verifications completed and forwarding the results to the Examination Office.

(4) The Examination Office keeps a record of the passes and failures as well as the grades of

the various performance verifications.

### (5) Types of performance verifications

1. The performance verification is effected in oral or written form.

2. Said performance verifications are made by way of examination talks, presentations, seminar papers, written tests under examination conditions, homework, essays and documented practical training and exercises.

(6) The student shall be entitled to submit equivalent performance verification in a form other than that stipulated, if he or she presents evidence in the way of medical certificate that owing to a persistent or continuous physical impairment, he or she is not in a position to take the examination in whole or in part in the way stipulated. The Chairperson of the Examination Board shall be responsible for deciding on the application. Said decision shall be documented.

(7) Notwithstanding their possibly certifying character, the language examinations in Module 0 are deemed performance verifications as defined in these Regulations. All provisions apply accordingly.

(8) Examinations and performance verifications may be submitted in either English or German. For periods of study at partner universities, other languages are permissible.

(9) The nature and scope of the examinations and performance verifications in the individual subjects are given in Appendices 1 and 2. Assessment and grading is effected pursuant to § 8.

## § 6 Notification for Bachelor thesis and Master thesis

Notifiable subject examinations (SE) are the Bachelor's thesis and Master's thesis and the presentation thereof.

## § 7 Credit points

(1) Credit points reflect the individual work load of a student. According to the stipulations of the ECTS-Systems (European Credit Transfer System), a credit corresponds to 1/60 of the student's annual study input.

(2) The Bachelor's programme comprises 180 credit points and the Master's Programme 120 credit points. This corresponds to an average of 1.5 credits per hour per week, the lectures requiring intensive preparation and follow-up generally being awarded a higher assessment than exercises and practical training with a high proportion of work during the attendance phase.

(3) The award of credit points calls for successful participation in a mandatory, optional or complementary course. The credit points awarded for the mandatory and optional classes are detailed in Appendices 1 and 2 of these Course Regulations.

(4) For equivalent classes at partner universities, the credit points awarded may not exceed the maximum of those awarded by BTU Cottbus. For complementary classes, the number of credit points that may be awarded is stipulated in advance by the Examination Board on the basis of the ECTS System (see § 34).

(5) The performance verifications achieved are confirmed by the respective lecturer in the respective *Course Record Book*. The credits achieved each semester determine the evaluation of the studies in respect of bursaries or scholarships.

(6) The final record of the credit points awarded

may be derived from the registration of the performance verifications with the Examination Office (*cf.* § 5, sub-paragraph 4). The registered credit points determine admission for the Bachelor's thesis and Master's thesis as well as the ultimate award of the certificate.

(7) A separate certificate shall be issued relating to participation in excursions during the Bachelor's and Master's Programmes.

## § 8 Assessment of examinations and performance verifications

(1) The assessment of the single performance verifications and examinations is carried out by the respective examiner in the form of grades. These are:

1.0/1.3 = sehr gut - excellent results

(ECTS-Grade: A - *excellent*)

1.7/2.0 = gut – results that are significantly above average requirements

(ECTS-Grade: B - *very good*)

2.3 = gut – results above average requirements

(ECTS-Grade: C - *good*)

2.7/3.0/3.3 = befriedigend – results that satisfy average requirements

(ECTS-Grade: D - *satisfactory*)

3.7/4.0 = ausreichend – results that despite their shortcomings still satisfy requirements

(ECTS-Grade: E - *adequate*)

5 = nicht ausreichend [inadequate] – results that owing to considerable shortcomings fail to satisfy requirements

(ECTS-Grade: F - *fail*)

(2) The individual examination or performance verification shall be deemed passed ("pass") if it has been awarded the grade "*adequate*" or higher. Examinations and performance verifications graded "*inadequate*" shall be deemed failed ("fail").

(3) For the overall grading, the first decimal place after the decimal point shall be determinant; any other decimal places shall be deleted without any rounding off. The grades awarded

for the overall results are:

up to 1.5: sehr gut - excellent results  
(ECTS-Grade: A - *excellent*)

over 1.5 to 2.0: gut - results that are significantly above average requirements

(ECTS-Grade: B - *very good*)

over 2.0 to 2.5: gut - results above average requirements

(ECTS-Grade: C - *good*)

over 2.5 to 3.5: befriedigend - results that satisfy average requirements

(ECTS-Grade: D - *satisfactory*)

over 3.5 to 4: ausreichend - results that despite their shortcomings still satisfy requirements

(ECTS-Grade: E - *sufficient*)

above 4: nicht ausreichend [insufficient] - results that owing to considerable shortcomings fail to satisfy requirements (ECTS-Grade: F - *fail*)

(4) The allocation of grades is governed for the Bachelor's programme by § 20 and for the Master's Programme by § 30.

### **§ 9 Defaults, withdrawal, fraudulent misrepresentation, breach of administrative ruling**

(1) Should a candidate, after application or registration for examination, fail to appear for said examination without justification or should the candidate withdraw from the examination without reason, the examination shall be deemed to have been failed and is awarded the grade "inadequate" (5) or "fail" (F). The same applies if a written examination is not taken within the designated completion time.

(2) Reasons given for the withdrawal or default shall be detailed in written form three days at the latest after the examination to the Chairperson of the Examination Board. Said Chairperson shall decide whether or not they are acceptable. In the event of illness on the part of the candidate, a medical certificate shall be submitted.

(3) Should the candidate attempt to influence

the result of his or her examination by fraudulent means or otherwise make use of improper assistance, or should he or she take part in any form of deceptive conduct, the respective examination result shall be graded "inadequate" (5) or "fail" (F). This decision shall be taken by the respective examiners or supervisors and shall be documented. Upon application by the candidate, the Examination Board shall review its decision; both parties shall be heard.

(4) Should a candidate disrupt the orderly procedure of an examination, the examiner may rule that the candidate be duly excluded; in this case the examination shall be graded as "inadequate" (5) or "fail" (F).

(5) In the event misconduct only becomes apparent after completion of the examination and the student has not as yet completed his or her course of study, the examination result shall likewise be graded "inadequate" (5) or "fail" (F).

(6) The candidate shall be given the opportunity to be heard before any decision is taken.

(7) By one month at the latest after notification of the decision, a candidate may call for the Board of Examiners to review its decision. Said request shall be addressed in written form to the Examination Board through the Examination Office. Candidates shall be informed in writing and without undue delay of any negative decisions, which shall be substantiated. Said notification shall likewise include instructions in respect of legal remedies for the candidate.

### **§ 10 Repeat performance verifications**

(1) Each performance verification that has not been passed may be repeated twice at the most. Account shall also be taken of failed attempts at other universities. These must be disclosed prior to undertaking a performance verification.

(2) On principle, the first repeat performance verification shall be carried out prior to the next

semester. The Examination Board shall decide on any exception thereto.

(3) Second repeats of performance verifications shall only be carried out orally in line with §§ 16 and 26 one year at the latest after the first repeat.

### **§ 11 Recognition of study times, performance verifications and examinations**

(1) Examination results, performance verifications and credit points for the same study course at other universities and equivalent academic institutions (Hochschulen) defined under the scope of the University Status Act shall be recognised ex officio.

(2) Examination results, performance verifications and credit points in other study courses or at other locations than the universities and equivalent academic institutions under the terms of the University Status Act shall be recognised ex officio, provided their equivalence has been established. The Agreements on the reciprocal recognition of equivalence as established by the Conference of Ministers of Education (*KMK*) and the Conference of Universities and Academic Principals (*HRK*) are determinant for the recognition of the equivalence of examination results and performance verifications. Where there is doubt as to equivalence, the Central Office for Education Abroad may also be consulted.

(3) For the study at partner universities of this international course during the semester spent abroad, the agreements governing the reciprocal recognition of equivalence shall apply.

(4) For performance verifications, examination results and credit points in state-recognised Open University courses, sub-paragraphs 1 and 3 shall apply accordingly.

(5) When examination results and achievement qualifications are recognised, the grades awarded shall be accepted, as far as the sys-

tems are comparable, and incorporated into the calculation of the grades for the subject and the overall grade. Where rating systems are in ordinal numbers, the numeric mean shall be taken. Where grading systems cannot be compared and the results are clearly and obviously positive, the grade "pass" shall be applied. It shall be permitted to mark the recognition as such in the degree certificate.

(6) Given satisfaction of the requirements defined in sub-paragraphs (1) to (5), legal claim may be asserted for due recognition. To this end the student shall submit the necessary documents.

### **§ 12 Examination Board**

(1) An Examination Board shall be set up for the organization of examinations and to carry out the functions designated by these Regulations. Said Examination Board shall be made up of six members and a deputy for each status group, comprised as follows:

- three Professors from Faculty 4,
- one Professor from Faculties 1-3 or the ZTG [Centre for Technology and Society]
- a scientific employee from Faculty 4,
- a student from the international study course.

The term of office of the members of the Examination Board is usually three years, of students one year.

(2) The Chairperson and other members of the Examination Board and their deputies shall be appointed by the Faculty Council. Where decisions concern the assessment of examinations and performance verifications, student members only act in a consultative capacity.

(3) The Examination Board ensures compliance with the Regulations governing Examinations. It reports regularly to the Faculty Council on the procedure of the examination and study peri-

ods, including the actual completion times for the Bachelor's thesis and Master's thesis, as well as on grades for individual subjects and overall grades. The report shall be disclosed in suitable manner by the Faculty. The Examination Board shall put forward proposals on amendments to course Regulations, the syllabus and the Examination Regulations. The Examination Board may resolve to confer its assignments on its Chairperson. Members of the Examination Board may not exercise competence in said assignments if they are themselves involved in examination issues.

(4) The members of the Examination Board shall be entitled to attend examination sessions.

(5) The members of the Examination Board and their deputies shall be subject to official confidentiality. Unless they hold a position in public service, they shall be bound to secrecy by the Chairperson.

(6) The sessions of the Examination Board are not public.

### **§ 13 Examiners and assessors**

(1) The examiners as well as the assessors are appointed by the Examination Board. The Examination Board may delegate the responsibility to the Chairperson.

(2) Professors of the BTU are examiners of their subjects by virtue of their official position. Other persons may also be appointed as examiners if they are entitled under the terms of the BbgHG [Brandenburg University Act] to lecture or have lectured independently, on their own authority.

(3) Junior tutors who have passed the appropriate Bachelor's examination, Master's examination, examination for a diploma or a comparable examination may be appointed as assessor for the Bachelor's Examination.

(4) Junior tutors who have passed the appro-

priate Master's examination, examination for a diploma or a comparable examination may be appointed as assessors for the Master's Examination.

(5) The examiners shall be impartial in their Examination assignments. They shall only be subject to the examination regulations applicable to the course.

(5) For examiners as well as assessors, § 12 sub-paragraph 5 shall apply accordingly.

(7) Should for cogent reasons an examiner be unable to hold an examination or only be able to hold an examination with considerable postponement, the Examination Board may appoint another examiner or permit other examination dates than those originally set. The nominated examiner may submit a substantiated application to the Examination Board for the nomination of another examiner.

(8) As a rule, the initial examiner of the Bachelor's thesis and the presentation thereof shall be the relevant supervisor.

(9) As a rule, the initial examiner of the Master's thesis shall be the relevant supervisor.

## **II. The Bachelor's Programme**

### **§ 14 Nature and scope of the Bachelor's Programme**

(1) The requirements for attaining the Bachelor's degree shall be the submission of evidence of the required language qualifications (Module 0), the performance verifications in all (180 credit points) and the training internship.

(2) The Bachelor's Examination for obtaining the Bachelor's degree comprises the Bachelor's thesis including the presentation thereof.

### **§ 15 Examination prerequisites for performance verifications in the Bachelor's Programme**

(1) Examination prerequisites (EP, *Zulassungsvoraussetzungen, ZV*) may be required to take performance verifications.

(2) Examination prerequisites entail the performance verifications acquired for practicals and exercises in the fundamental subjects of natural and engineering sciences. Examination prerequisites do not influence the grade awarded.

### **§ 16 Performance verifications in the Bachelor's Programme**

(1) Oral performance verifications in the Bachelor's Programme

1. Oral performance verifications are usually completed before an examiner in the presence of an assessor with specialist knowledge, either as group or as individual examination. The length of the performance verification shall be 15 minutes or longer, at most 45 minutes per candidate.

2. Written minutes shall be kept of the main factors and results of the performance verifications for each individual subject. The results shall be notified to the candidate after the completion of the oral performance verification.

(2) Written performance verifications in the Bachelor's Programme

1. As a rule, tests and homeworks shall be evaluated by an examiner licensed under sect. 13 para. 1. The assessment procedure shall not exceed four weeks.

2. The written tests generally last 90 minutes and shall not exceed 135 minutes.

3. Written tests based exclusively on multiple choice procedures shall be ruled out.

### **§ 17 Admission for the Bachelor's thesis**

(1) Admission to write the Bachelor's thesis

shall only be granted to the candidate who

1. provides evidence of enrolment for the course of study Environmental and Resource Management (Bachelor's Programme) at the Brandenburg Technical University Cottbus and

2. has satisfied the requirements for admission to write the Bachelor's Thesis, in particular the language examination, the semester abroad and the required number of credit points (150).

(2) The application for admission to write the Bachelor's thesis shall be submitted in written form by the student to the Examination Office. Evidence of the satisfaction of admission requirements stipulated in sub-paragraph 1 shall be enclosed with the application.

(3) The Examination Board shall decide on admission of the student.

(4) Admission may only be denied if

1. the documents submitted are incomplete or

2. the candidate is undergoing an examination procedure in the same or another course of study in environmental science.

### **§ 18 Nature and scope of the Bachelor's examination**

(1) In the Bachelor's examination, the candidate shall provide evidence that he or she is able to recognize a problem involved in the respective subject and locate a solution thereof in a limited period of time and with defined means of help. He or she shall prove that he or she identifies the context of the field under examination, is able to place specific problems in context and master common methodology of the subject.

(2) The Bachelor's Thesis is a part of the examination by way of which the student shall prove that he or she is able to handle a particular task under guidance, working independently and successfully and can provide practical in-

sights into the solution of said problem.

(3) The topic for the Bachelor's thesis may be issued and the thesis work supervised by the Professors of the Brandenburg Technical University active in academic teaching and research and other persons entitled to act as examiners.

(4) In terms of scope for completion, the Bachelor's thesis corresponds to a performance verification in a class (40 hours). The assignment shall be such, that it can be managed appropriately within the period of time specified, parallel to the general schedule. Completion time is generally eight weeks.

(5) The examiner responsible pursuant to § 13, sub-paragraph 2 shall stipulate the subject of the Bachelor's thesis not before completion of the semester abroad. The point in time the subject is set and the thesis submitted shall be recorded. Registration for the Bachelor's thesis shall be in written form and submitted to the Examination Board through the Examination Office.

(6) The topic of the Bachelor's thesis may only be rejected once and only during the first four weeks allocated to the handling thereof. Upon the substantiated application of the candidate, the Examination Board may, in certain circumstances, prolong handling time by another month. Said application to be submitted by the student shall be made in written form two weeks at the latest prior to the stipulated submission date.

(7) Upon submission of the Bachelor's thesis, the candidate shall give his written assurance that he or she has written the thesis on his or her own and has not made use of any sources and means other than those stated and has identified all quotations used.

### **§ 19 Acceptance and assessment of the Bachelor thesis**

(1) The Bachelor thesis shall be punctually submitted in duplicate to the issuing Chair; the time of submission shall be documented.

(2) Should the Bachelor thesis not be delivered on time, it shall be graded "inadequate" (5) or "fail" (F) pursuant to § 8.

(3) The Bachelor Thesis shall be evaluated by the tutor and another person licensed under sect. 13 para. 1.

(4) The award of grades for the Bachelor thesis shall be analogous to § 8. The thesis shall be deemed passed when it and the presentation thereof has been graded "adequate" (4.0) or more.

(5) Once the thesis has been accepted, it shall be presented by the student. This generally takes place before an examiner and in the presence of an assessor with specialist knowledge, either as group or individual examination. The length of the examination shall be 15 minutes or longer, at most 45 minutes.

(6) For the presentation of the thesis, § 16 sub-paragraph 1 shall apply accordingly. Students of the Bachelor's Programme may sit in at such a presentation for the Bachelor's degree, providing the presenting candidate has no objection thereto. Viewers may not attend the ensuing discussions of the examiners or the announcement of the examination results.

(7) The award of the grade shall be effected analogous to § 8. The presentation shall be deemed passed when it has been graded at least "adequate" (4.0) or higher.

### **§ 20 Bachelor's examination pass and overall grade**

(1) The Bachelor's Examination shall not be deemed passed if the Bachelor's thesis or the presentation thereof is graded "inadequate" (5) or "fail" (F).

(2) The Bachelor's thesis and other parts of the examination shall be included in the assessment of the overall grade as follows:

1. Average value of all grades obtained in the mandatory subjects reflected in credit points, comprising 80% of the overall grade

2. Grade of the Bachelor thesis including the presentation thereof (0.75 written thesis, 0.25 presentation thereof), comprising 20% of the overall grade.

(3) For outstanding achievements (provided all examinations including the Bachelor thesis registered results better than 1.5), the overall grade may be awarded with the remark "Passed with distinction".

### § 21 Repeat Bachelor thesis

(1) A Bachelor thesis graded "inadequate" or "fail" may be repeated once. There is no chance of a second repeat.

(2) The topic of the repeat Bachelor thesis may only be rejected within the period specified in § 18, sub-paragraph 6, provided the candidate did not exercise this option while working on the first thesis.

### § 22 Bachelor's Examination Certificate

(1) When a candidate has been credited with all performance verifications and examinations and has provided evidence of having achieved 180 credit points, he or she shall receive a certificate detailing the results achieved. The certificate shall be comprised of the following information:

- Topic of the Bachelor's thesis,
- Grade of the Bachelor's thesis including the presentation thereof,
- List of the mandatory subjects with grades ("*transcript of records*"),
- The overall grade of the Bachelor's Examina-

tion.

(2) In addition, the certificate shall list all successfully passed optional subjects with their grades as well as the complementary subjects pursuant to § 34.

(3) The certificate shall bear the date on which the candidate took his or her last examination. It shall be signed by the Chairperson of the Examination Board.

(4) The certificate shall be issued in German and in English.

### § 23 Bachelor's Graduation Certificate

(1) Together with the examination certificate, the candidate shall also receive a graduation certificate bearing the date of said examination certificate. The graduation certificate shall testify to the award of the academic degree "Bachelor of Science".

(2) The certificate shall be signed by the President and the Dean of the Faculty and shall bear the seal of the Brandenburg Technical University of Cottbus.

(3) The graduation certificate shall be issued in German and English.

(4) The languages acquired in the course of Module 0 shall be recorded on a separate certificate by the Language Centre.

### III. The Master's Programme

#### § 24 Nature and scope of the Master's Programme

(1) The requirements for attaining the Master's degree shall be the submission of evidence of the required language qualifications (Module 0), the successfully completed study project and performance verifications in all (120 credit points)

(2) The Master's Examination for obtaining the Master's degree comprises the Master's thesis including the presentation thereof.

#### § 25 Examination prerequisites within the Master's Programme

(1) To satisfy requirements in respect of the study project, the candidate shall provide evidence of having taken part in two project units (Examination prerequisites, EP), such as plenary project work, working groups, laboratory or site work, before the final performance verifications can be taken.

(2) The six performance verifications to be selected from modules 9, 10 and 11 with a minimum of 18 credit points in the major subject, as well as two performance verifications with at least 6 credit points in the two minor subjects shall be deemed prerequisites for admission to the Master's examination.

#### § 26 Performance verifications in the Master's Programme

(1) Oral performance verifications in the Master's Programme

1. As a rule, the oral performance verifications are taken before two examiners, as group or individual examination. Should only one examiner preside, an assessor with specialist knowledge shall be present. The length of the examination shall be 15 minutes or more, at most 45

minutes per candidate.

2. Written minutes shall be kept of the main factors and results of the performance verifications for each individual subject. The results shall be notified to the candidate after the completion of the oral performance verifications.

(2) Written performance verifications in the Master's Programme

1. Written tests and homework are usually assessed by an examiner who is duly authorized pursuant to § 13 sub-paragraph 1. The assessment procedure shall not exceed four weeks.

2. The written tests generally last 90 minutes and shall not exceed 135 minutes.

3. Written tests based on multiple-choice procedures shall be ruled out.

#### § 27 Admission to deliver Master's thesis

(1) Admission to deliver the Master's thesis shall only be granted to the candidate who

1. provides evidence of enrolment for the course Environmental and Resource Management (Master's Programme) at the Brandenburg Technical University Cottbus and

2. has satisfied the requirements for admission to the examination, in particular the study project, the language examination, the semester abroad and the required number of credit points (90) in all, as well as in the major and secondary subjects.

(2) As a rule the application to deliver the Master's thesis shall be submitted after completion of the semester abroad. Should the Master's thesis already have been commenced during the stay abroad, a written declaration by a professor of the BTU Cottbus shall be submitted to the effect that he or she will supervise the work.

(3) The application for admission to deliver the

Master's thesis shall be submitted in written form by the candidate to the examination Office. Evidence that the admission requirements stipulated in sub-paragraph 1 clause 3 have been satisfied shall be attached to the application.

(3) The Examination Board shall decide on admission of the candidate.

(4) Admission may only be denied if

1. the documents submitted are incomplete or
2. the candidate is undergoing an examination procedure in the same or another course of study in environmental science.

### **§ 28 Nature and scope of the Master's thesis**

(1) In the Master's examination, the candidate shall provide evidence that he or she is able to recognize a problem involved in the respective subject and locate a solution thereof in a limited period of time and with defined means of help. He or she shall prove that he or she identifies the context of the field under examination, is able to place specific problems in context and master common methodology of the subject.

(2) The Master's thesis is a part of the examination by way of which the student shall prove that he or she is able to handle a particular task under guidance, within a specified period of time, working independently and successfully and can provide scientifically substantiated practical and theoretical insights to solve the problem. The Master's thesis shall reflect the advanced standard of knowledge in the specified discipline.

(3) The topic for the Master's thesis may be issued and the thesis supervised by the Professors of the Brandenburg Technical University active in academic teaching and research and other persons entitled to act as examiners.

(4) The Master's thesis usually takes 4 months.

Upon application it is possible to extend this period by two months. The Examination Board shall decide on said application. The Master's thesis shall be drawn up in the 4<sup>th</sup> semester of the Master's Programme (10<sup>th</sup> semester in consecutive studies).

(5) The examiner or examiners responsible pursuant to § 13, sub-paragraph 2 shall generally stipulate the topic for the Master's thesis following successful completion of the study project and the semester abroad. The point in time the subject is set and the thesis submitted shall be recorded. Registration for the Master's thesis shall be in written form and submitted to the Examination Board through the Examination Office.

(6) The topic of the Master's thesis may only be rejected once and only during the first four weeks allocated to the handling thereof. Upon the substantiated application of the candidate, the Examination Board may, in certain circumstances, prolong handling time by up to two months. Said application to be submitted by the student shall be made in written form two weeks at the latest prior to the stipulated submission date.

(7) Upon submission of the Master's thesis, the candidate shall give his written assurance that he or she has written the thesis on his or her own and has not made use of any sources and means other than those stated and has identified all quotations used.

### **§ 29 Acceptance and assessment of the Master's thesis and presentation**

(1) The Master's thesis shall be punctually submitted in duplicate to the issuing Chair. The time of submission shall be documented.

(2) Should the Master's thesis not be delivered on time, it shall be graded "inadequate" (5) or "fail" (F) pursuant to § 8.

(3) The assessment of the Master's thesis shall

be carried out pursuant to § 13 sub-paragraph 1.

(4) The award of grades for the Master's thesis shall be analogous to § 8. The Master's thesis shall be deemed passed when it and the presentation thereof has been graded at least "adequate" (4.0).

(5) Once the thesis has been accepted, it shall be presented by the candidate. This generally takes place before two examiners and in the presence of an assessor with specialist knowledge, either as group or individual examination. The length of the examination shall be 15 minutes or longer, at most 45 minutes.

(6) For the presentation of the thesis, § 26 sub-paragraph 1 shall apply accordingly. Students of the Master's Programme may sit in at such a presentation for the Master's degree, providing the presenting candidate has no objection thereto. Viewers may not attend the ensuing discussions of the examiners or the announcement of the examination results.

(7) The award of the grade shall be effected analogous to § 8. The presentation shall be deemed passed when it has been graded at least "adequate" (4.0).

### **§ 30 Master's examination pass and overall grade**

(1) The Master's examination shall not be deemed passed if the Master's thesis or the presentation thereof is graded "inadequate" (5) or "fail" (F).

(2) The Master's thesis and other parts of the examination shall be included in the assessment of the overall grade as follows:

1. Average value of all grades obtained in the optional subjects reflected in credit points, comprising 50% of the overall grade

2. Grade of study project, comprising 10% of

the overall grade.

3. Grade of the Master's thesis including the presentation thereof (0.75 written thesis, 0.25 presentation thereof), comprising 40% of the overall grade.

(3) For outstanding achievements (provided all examinations including the Master's thesis registered results better than 1.5), the overall grade may be awarded with the remark "Passed with distinction".

### **§ 31 Repeat Master's thesis**

(1) A Master's thesis graded as "inadequate" or "fail" may be repeated once. There is no chance of a second repeat.

(2) The topic of the repeat Master's thesis may only be rejected within the period specified in § 28, sub-paragraph 6, provided the candidate did not exercise this option while working on the first Master's thesis.

### **§ 32 Master's Examination Certificate**

(1) When a candidate has been credited with all performance verifications and examinations and has provided evidence of having achieved all 120 credit points, he or she shall receive a certificate detailing the results achieved. The certificate shall be comprised of the following information:

- Topic of the study project (with grade)
- Topic of the Master's thesis
- Grade of the Master's thesis including the presentation thereof
- List of the optional subjects with grades ("*transcript of records*"),
- The overall grade of the Master's examination.

(2) In addition, the certificate shall list all successfully passed complementary subjects pursuant to § 34.

(3) The certificate shall bear the date on which the candidate took his or her last examination.

It shall be signed by the Chairperson of the Examination Board.

(4) The certificate shall be issued in German and in English.

### § 33 Master's Graduation Certificate

(1) Together with the examination certificate, the candidate shall also receive a graduation certificate bearing the date of said examination certificate. The graduation certificate shall testify to the award of the academic degree "Master of Science".

(2) The certificate shall be signed by the President and the Dean of the Faculty and shall bear the seal of the Brandenburg Technical University of Cottbus.

(3) The Master's graduation certificate shall be issued in German and English.

(4) The languages acquired in the course of Module 0 shall be recorded on a separate certificate by the Language Centre.

## IV. Concluding Provisions

### § 34 Complementary subjects

(1) Apart from the classes detailed in Appendices 1 and 2 of these Examination Regulations, the candidate may obtain credit points or performance verifications in other classes at the BTU Cottbus (including classes held once only by tutors or guest lecturers) or in pertinent classes available during the semester abroad (*complementary subjects*).

(2) Complementary subjects require advance approval by the Examination Board. It shall be fully clarified whether the complementary subject shall serve to attain credit points (upon qualification with "passed" or "pass") or whether it is to constitute a performance verification subject to grading.

(3) Students of the Bachelor's Programme may attend classes of the Master's Programme, yet may not use them to obtain credit points.

(4) Students of the Master's Programme who did not take the Bachelor's Programme at Cottbus, may, in consultation with the *Advisory Board*, attend classes from the Bachelor's Programme as complementary subjects, and may thereby achieve up to six credit points, in the interests of adjusting their status of knowledge.

(5) The results of the performance verifications in the complementary subjects shall be recorded in the respective *Course Record Book*. If complementary subjects were completed with a graded performance verification, they shall be entered with their grades on the degree certificate, yet shall not be incorporated into the overall grade.

(6) For the repeating of performance verifications in complementary subjects, § 10 subparagraph 1 shall apply accordingly.

### § 35 Nullity of examinations

(1) Should a candidate have acted with fraudulent intent during an examination and if such fact only becomes apparent once the certificate has been awarded, the Examination Board may subsequently adjust the grades awarded for those achievements in which the candidate acted fraudulently, and declare the examination to be in whole or in part not passed.

(2) Should admission requirements for an examination not have been satisfied without fraudulent conduct on the part of the candidate and if this fact only becomes apparent after the certificate has been awarded to the candidate, said shortcoming shall be deemed fully rectified if the candidate passes the examination. If the candidate acted with fraudulent intent in this respect, the Examination Board shall be called to take a decision.

(3) The candidate shall be given the opportunity of a hearing, prior to any decision being taken.

(4) The inaccurate examination certificate shall be returned and, as necessary, a new one issued. The Bachelor's and Master's graduation certificates shall also be returned together with the inaccurate examination certificate if, as a result of said fraud, the examination is deemed a "fail". Decisions pursuant to sub-paragraphs 1 and 2, shall be ruled out after a period of five years, as from the date of the examination certificate.

### **§ 36 Access to examination papers**

(1) At his or her request, the candidate shall be granted the right to inspect the written examination papers, the examiners' assessments and the examination minutes one year at the earliest following completion of the examination procedure.

### **§ 37 Transitional regulations**

(1) Students who commenced studies in the Bachelor's Programme prior to these Examination Regulations becoming operative, may sit for their examinations and performance verifications pursuant to these regulations or the examination regulations dated 13. October 1998.

(2) The students shall give written notification of their decision to the Examination Office.

(3) The Examination Board shall decide whether or not achievement credits already acquired may be recognised in the light of the regulations in § 11.

### **§ 38 Effective date of these Regulations**

(1) These Examination Regulations shall become operative the day following their publication in the official journal (Amtsblatt) of the Brandenburg Technical University Cottbus.

## **Appendices**

Appendix 1:

**Examinations and performance verifications for the Bachelor's Programme**

(Abbreviations: EP - examination prerequisite, CR - credit points, PV - performance verification, SE - subject examination)

Examination subject	Examination prerequisites	Examination types	Duration of exam.	Type of certificate
<b>Module 0: Language education</b>				
<b>Alternative mandatory classes</b>				
1. German for foreigners, basic course (for foreign students)		Oral examination	30 min	CR, PV
2. Scientific English, basic course (for German students)		Oral examination	30 min	CR, PV
<b>Additional classes accord. to Appendix 1 Course Regulations</b>		Oral examination	30 min	PV

<b>Module 1: Natural sciences</b>				
<b>Mandatory classes</b>				
1. Physics 1	1 EP	Written examination	90 min	CR, PV
2. General and inorganic chemistry	1 EP	Written examination	90 min	CR, PV
3. Biology	1 EP	Oral examination	30 min	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. § 16 (1) 1. and § 16 (2) 2.	CR, PV

<b>Module 2: Mathematics and computer sciences</b>				
<b>Mandatory classes</b>				
1. Mathematics 1	1 EP	Written examination	90 min	CR, PV
2. Mathematics 2	1 EP	Written examination	90 min	CR, PV
3. Computer science	1 EP	Written examination	90 min	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. § 16 (1) 1. and § 16 (2) 2.	CR, PV

<b>Module 3: Engineering sciences</b>				
<b>Mandatory classes</b>				
1. Process engineering		Written examination	90 min	CR, PV
2. Control engineering		Written examination	90 min	CR, PV
3. Fluid dynamics		Written examination	90 min	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. § 16 (1) 1. and § 16 (2) 2.	CR, PV

<b>Module 4: Social sciences and economics</b>				
<b>Mandatory classes</b>				
1. Intercultural and interdisciplinary communication		Oral examination or essay	30 min/ 30 h	CR, PV
2. Economics		Written examination	90 min	CR, PV
3. Business administration		Written examination	90 min	CR, PV
4. International environmental law		Written examination	90 min	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. § 16 (1) 1. and § 16 (2) 2.	CR, PV

<b>Module 5: Applied ecology</b>				
<b>Mandatory classes</b>				
1. Integrated abiotic resource protection		Written examination or essay	90 min/ 30 h	CR, PV
2. Conservation of regional and global biodiversity		Written examination or essay	90 min/ 30 h	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. § 16 (1) 1. and § 16 (2) 2.	CR, PV

<b>Module 6: Environmental technology</b>				
<b>Mandatory classes</b>				
1. Process and product integrated resource protection		Written examination	90 min	CR, PV
2. Disposal management		Written examination	90 min	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. §16(1)1. and §16 (2) 2.	CR, PV

<b>Module 7: Economics of raw material and energy</b>				
<b>Mandatory classes</b>				
1. Introduction to "Environmental and Resource Management"		Essay	30 h	CR, PV
2. Raw materials and resource economics		Written examination	90 min	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. § 16 (1) 1. and § 16 (2) 2.	CR, PV

<b>Module 8: Environmental planning and socio-economics aspects</b>				
<b>Mandatory classes</b>				
1. Integrated environmental planning		Written examination	90 min/ 30 h	CR, PV
2. Environmental and resource economics		Written examination	90 min	CR, PV
<b>Optional classes according to Appendix 1 Course Regulations</b>		according to § 5 (5)	accord. § 16 (1) 1. and § 16 (2) 2.	CR, PV

<b>Bachelor thesis including disputation</b>		thesis/ disputation	40 h/ 30 min	CR, SE
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Appendix 2:

**Examinations and performance verifications for the Master's Programme**

(Abbreviations: EP - examination prerequisite, CR – credit points, PV – performance verification, SE – subject examination)

<b>Module respectively class</b>	<b>Examina- tion pre- requisites</b>	<b>type of exam</b>	<b>duration of exam</b>	<b>type of certificate</b>
<b>Module 0: Language education</b>				
Alternative mandatory class				
German for foreigners, basic course (for foreign students)		Oral ex-amination	30 min	CR, PV
Scientific English, basic course (for German students)		Oral ex-amination	30 min	CR, PV
Additional classes according to Annex 2 Course Regulations		Oral ex-amination	30 min	PV
<b>Major subject</b>				
6 optional classes according to Annex 2 Study Regulations		according § 5 (5)	according to § 26 (1) 1. and 26(2) 2.	CR, PV
Further optional classes according to Annex 2 Course Regulations		according to § 5 (5)	according to § 26 (1) 1. and 26(2) 2.	CR, PV
<b>1<sup>st</sup> minor subject</b>				
2 optional classes according to Annex 2 Study Regulations		according to § 5 (5)	according to § 26 (1) 1. and 26 2) 2.	CR, PV
Further optional classes according to Annex 2 Course Regulations		according to § 5 (5)	according to § 26 (1) 1. and 26(2) 2.	CR, PV
<b>2<sup>nd</sup> minor subject</b>				
2 optional classes according to Annex 2 Course Regulations		according to § 5 (5)	according to § 26 (1) 1. and 26(2) 2.	CR, PV
Further optional subjects according to Annex 2 Course Regulations		according to § 5 (5)	according to § 26 (1) 1. and 26(2) 2.	CR, PV
<b>Study project</b>	2 EP	Presenta- tion	30 min	CR, PV
<b>Master thesis including disputation</b>		Thesis/ Disputation	200 h/ 30 min	CR, SE